



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-24	Subject: STORAGE OF YOUTH PROPERTY
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Applicable ACA Standards: 3-JCRF-3D-06	Revision Date: 10-10-08, 01-06-09, 08-17-09
Signature: /s/ Karen Duncan	Effective Date: 11-23-07
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures for the storage and/or transfer of youth's property when the youth absconds from supervision or requires a different placement. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Youth Property – personal property of the youth that needs to be managed while youth is in the care of the Department of Corrections.

III. PROCEDURES:

All attempts will be made to return the youth's property or excess property to the parent(s) guardian(s), custodian(s) or their representative(s). The following procedures will be used to manage the youth's personal property:

A. Inventory Process

1. Upon receipt of youth property, Youth Services Division (YSD) staff will do an itemized inventory of all property using [YCC 60-24 \(A\) Youth Property Inventory List](#).
 - a. When possible, the property is inventoried in the presence of the youth and signed by the youth.
 - b. If youth is not present at time of inventory, two staff will conduct the inventory. A copy will be faxed to designated staff at Pine Hills Youth Correctional Facility, Riverside Youth Correctional Facility, or Great Falls Youth Transition Centers. Institutional/facility staff will verify the inventory with the youth and obtain his/her signature. The signed inventory is faxed back to the central office.
2. Once inventory is completed, all boxes and storage bins must be sealed with tamper evident tape. A copy of the inventory list is placed in the youth's file, a copy is given to the youth, and a copy is kept with the property. The original inventory list will be kept at the central office in the youth's file. If the seal on

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boxes and storage bins has been broken, the youth's possessions must be inventoried and resealed.

3. When the property is returned to the parent(s) guardian(s), custodian(s), or their representative(s), the Juvenile Parole Officer (JPO) will contact designated central office staff with the person, date, and time a youth's property will be retrieved. At a time of retrieval, the designated central office staff and person retrieving property will review [YCC 60-24 \(A\), Youth Property Inventory List](#). Central office staff will initial the check-out and the person receiving the property will sign the inventory form. When JPOs transfer property to parent(s) guardian(s), custodian(s), or their representative(s), the [YCC 60-24 \(A\), Youth Property Inventory List](#) will be reviewed and the parent(s) guardian(s), custodian(s) or their representative(s) will sign the inventory form verifying possession of the property.

B. Storage Process

In the event the property cannot be returned to the parent(s) guardian(s), custodian(s) or their representative(s), the following procedures will be followed to store the youth's personal property:

1. If the youth is returning to a correctional facility, property in excess of what is allowed at the facility will be stored at the designated area on the Riverside Youth Correctional Facility campus. The transportation officer and the central office designated staff will verify and sign the property inventory list upon possession.
2. If the youth is changing placements and has excess property that is prohibited at the placement, then the youth and JPO/central office staff will inventory the excess property using [YCC 60-24 \(A\) Youth Property Inventory List](#). Staff will ask youth if donation of any of the excess property is acceptable. If the youth agrees to donate, youth will initial "Approved to Donate" Column on [YCC 60-24 \(A\) Youth Property Inventory List](#). All retained excess property should be stored at the designated area on the Riverside Youth Correctional Facility campus. When the property is donated the JPO/central office staff will check the Donated box on [YCC 60-24 \(A\) Youth Property Inventory List](#), and indicate on what date it was donated and by whom it was donated.
3. When the youth takes custody of property, the youth must sign the inventory list verifying possession of the property.

C. Property Disposal

1. If the youth absconds from supervision and/or placement, the YCC Bureau will not be responsible for lost or missing items.

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2. In the event youth do not claim property within three months following discharge, the JPO/central office staff will destroy/donate all items. If property is donated, receipt should be attached to [YCC 60-24 \(A\) Youth Property Inventory List](#) and placed in the youth's discharge file.
3. When youth's property is destroyed, the JPO will contact central office personnel. Central office will mark the Destroyed box on [YCC 60-24 \(A\) Youth Property Inventory List](#), and indicate on what date it was destroyed and by whom it was destroyed.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

[53-1-203 MCA](#) *Powers and Duties of the Department of Corrections*
[DOC 4.1.3](#) *Offender Personal Property*

VI. ATTACHMENTS:

[YCC 60-24 \(A\) Youth Property Inventory List](#)